

## WIOA Title I-B Measurable Skill Gain Checklist

The Measurable Skill Gains (MSG) Checklist demonstrates what type of MSG that must be documented for various education and training programs being tracked and includes acceptable verification and documentation for each MSG. For MSG definition and requirements, refer to the [WIOA Title I-B Training Services Policy](#). Local Workforce Development Area Staff must determine the appropriate service to enter on the **S & T Plan** page in AJC using the AJC Service Dictionary.

Type of Education or Training Leading to a Credential or Employment	Type of MSG (Choose 1 per program year)	Acceptable Verification of MSG Type. Date on documentation must match date MSG was documented as achieved in AJC
Secondary-High School	Educational Functioning Level (EFL)	<ul style="list-style-type: none"> <li>• Copies of the results of the same version of a pre-test and post-test approved by the National Reporting System that shows an increase of at least one EFL; or</li> <li>• Documentation that states the participant exited below the secondary level and enrolled in postsecondary education or training.</li> </ul>
	Secondary Transcript/ Report Card	<ul style="list-style-type: none"> <li>• Copy of a secondary transcript/ report card that states the participant is meeting Arizona's academic standards. (The report card/ transcript must show that the participant received a D- or above in all classes.)</li> </ul>
	High School Diploma/ High School Equivalency (HSE)	<ul style="list-style-type: none"> <li>• Documentation that the participant obtained a High School Diploma/ state-recognized equivalent documenting completion of secondary studies or alternative diploma; or</li> <li>• Documentation that the participant obtained passing scores on all four</li> </ul>

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		parts of the GED Test and the AZ Civics Test.
Secondary-Adult Education (Basic Education), including training programs funded by Title II and not funded by Title II	Educational Functioning Level (EFL)	<ul style="list-style-type: none"> <li>• Copies of the results of the same version of a pre-test and post-test approved by the National Reporting System that shows an increase of at least one EFL; or</li> <li>• Documentation that states the participant exited below the secondary level and enrolled in postsecondary education or training</li> </ul>
	Secondary Transcript/ Report Card	<ul style="list-style-type: none"> <li>• Copy of a secondary transcript/ report card that states the participant is meeting Arizona's academic standards. (The report card/ transcript must show that the participant received a D- or above in all classes.)</li> </ul>
	High School Equivalency (HSE)	<ul style="list-style-type: none"> <li>• Documentation that the participant obtained passing scores on all four parts of the GED Test and the AZ Civics Test.</li> </ul>
Postsecondary-Associate's Degree Program	Postsecondary Transcript/ Report Card	<ul style="list-style-type: none"> <li>• Copy of postsecondary transcript or reports showing a minimum of 12 hours per semester for full-time students, or a total of at least 12 hours over the course of two completed consecutive semesters during the program year for part-time students (or the equivalent for other than credit hour programs)</li> </ul>

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	Skill Progression	<ul style="list-style-type: none"> <li>• Documentation that the participant passed an employer-required knowledge-based exam;</li> <li>• Documentation of satisfactory attainment of an element on an industry or occupational competency exam; or</li> <li>• Documentation that shows the participant successfully passed another test required to obtain the credential</li> </ul>
	Training Milestone	<ul style="list-style-type: none"> <li>• Documentation based on LWDA's methodology for measuring satisfactory or better progress towards established milestones based on the nature of the service provided from an employer or training provider providing training.</li> </ul> <p><b>(LWDA and tribal policy must clearly define "progress" and include types of acceptable documentation)</b></p>
Postsecondary-Bachelor's Degree Program	Postsecondary Transcript/ Report Card	<ul style="list-style-type: none"> <li>• Copy of postsecondary transcript or reports showing a minimum of 12 hours per semester for full-time students, or a total of at least 12 hours over the course of two completed consecutive semesters during the program year for part-time students (or the equivalent for other than credit hour programs.)</li> </ul>

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	Skill Progression	<ul style="list-style-type: none"> <li>• Documentation that the participant passed an employer-required knowledge based exam;</li> <li>• Documentation of satisfactory attainment of an element on an industry or occupational competency exam; or</li> <li>• Documentation that shows the participant successfully passed another test required to obtain the credential</li> </ul>
	Training Milestone	<ul style="list-style-type: none"> <li>• Documentation based on LWDA's methodology for measuring satisfactory or better progress towards established milestones based on the nature of the service provided from an employer or training provider providing training.</li> </ul> <p><b>(LWDA and tribal policy</b> must clearly define "progress" and include types of acceptable documentation.)</p>
Postsecondary-Educational Certificate Program  (Educational certificate is defined in the WIOA Title I-B Training Services Policy)	Postsecondary Transcript/ Report Card	<ul style="list-style-type: none"> <li>• Copy of postsecondary transcript or reports showing a minimum of 12 hours per semester for full-time students, or a total of at least 12 hours over the course of two completed consecutive semesters during the program year for part-time students (or the equivalent for other than credit hour programs)</li> </ul>

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	Training Milestone	<ul style="list-style-type: none"> <li>• Documentation based on LWDA's methodology for measuring satisfactory or better progress towards established milestones based on the nature of the service provided from an employer or training provider providing training.</li> </ul> <p><b>(LWDA and tribal policy must clearly define "progress" and include types of acceptable documentation.)</b></p>
Postsecondary-Vocational/ Technical Program  (Occupational skill training, includes training programs that lead to Occupational Licenses and Occupational Certifications)	Postsecondary Transcript/ Report	<ul style="list-style-type: none"> <li>• Copy of postsecondary transcript or reports showing a minimum of 12 hours per semester for full-time students, or a total of at least 12 hours over the course of two completed consecutive semesters during the program year for part-time students (or the equivalent for other than credit hour programs.)</li> </ul>

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	Skill Progression	<ul style="list-style-type: none"> <li>• Documentation that the participant passed an employer-required knowledge based exam;</li> <li>• Documentation of satisfactory attainment of an element on an industry or occupational competency exam; or</li> <li>• Documentation that shows the participant successfully passed another test required to obtain the credential.</li> </ul> <p><b>(LWDA and tribal policy</b> must include how staff will determine an exam/element meets the requirements of the skill progression type of MSG.)</p>
	Training Milestone	<ul style="list-style-type: none"> <li>• Documentation based on LWDA's methodology for measuring satisfactory or better progress towards established milestones based on the nature of the service provided from an employer or training provider providing training.</li> </ul> <p><b>(LWDA and tribal policy</b> must clearly define "progress" and include types of acceptable documentation)</p>
Registered Apprenticeship	Training Milestone	<ul style="list-style-type: none"> <li>• Documented progress report from an employer or training provider, including that the individual has acquired new skills, or steps to</li> </ul>

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		<p>complete an a registered apprenticeship;</p> <ul style="list-style-type: none"> <li>• Documentation of an increase in pay based on newly acquired skills or increased performance;</li> <li>• Documentation of completion of one year of an registered apprenticeship;</li> <li>• Documentation based on LWDA's methodology for measuring satisfactory or better progress towards established milestones based on the nature of the service provided from an employer or training provider providing training.</li> </ul> <p><b>(LWDA and tribal policy</b> must clearly define "progress" in and include types of acceptable documentation)</p>
	Skills Progression	<ul style="list-style-type: none"> <li>• Documentation that the participant passed an employer-required knowledge based exam;</li> <li>• Documentation of satisfactory attainment of an element on an industry or occupational competency exam; or</li> <li>• Documentation that shows the participant successfully passed another test required to obtain the credential</li> </ul> <p><b>(LWDA and tribal policy</b> must include how staff will determine an exam/</p>

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		element meets the requirements of the skill progression type of MSG.)
On-the-Job Training (OJT)  (WIOA Title I-B Adult and Dislocated Worker Programs Only)	Training Milestone	<ul style="list-style-type: none"> <li>• Documented progress report from an employer or training provider, including that the individual has acquired new skills, or steps to completed an OJT;</li> <li>• Documentation of an increase in pay based on newly acquired skills or increased performance;</li> <li>• Documentation of completion of an OJT; or</li> <li>• Documentation based on LWDA's methodology for measuring satisfactory or better progress towards established milestones based on the nature of the service provided from an employer or training provider providing training.</li> </ul> <p><b>(LWDA and tribal policy</b> must clearly define "progress" and include types of acceptable documentation.)</p>
	Skills Progression	<ul style="list-style-type: none"> <li>• Documentation that the participant passed an employer-required knowledge based exam;</li> <li>• Documentation of satisfactory attainment of an element on an industry or occupational competency exam; or</li> </ul>



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		<ul style="list-style-type: none"> <li>Documentation that shows the participant successfully passed another test required to obtain the credential</li> </ul> <p><b>(LWDA and tribal policy</b> must include how staff will determine an exam/element meets the requirements of the skill progression type of MSG.)</p>
Other Education/ Training (Includes types of training not listed above. Work Experience and Transitional Jobs are not considered Education or Training so an MSG is not required to be set for these services.)	Postsecondary Transcript/ Report	<ul style="list-style-type: none"> <li>Copy of postsecondary transcript or reports showing a minimum of 12 hours per semester for full-time students, or a total of at least 12 hours over the course of two completed consecutive semesters during the program year for part-time students (or the equivalent for other than credit hour programs)</li> </ul>
	Skills Progression	<ul style="list-style-type: none"> <li>Documentation that the participant passed an employer-required knowledge based exam;</li> <li>Documentation of satisfactory attainment of an element on an industry or occupational competency exam; or</li> <li>Other test required to obtain the credential</li> </ul> <p><b>(LWDA and tribal policy</b> must include how staff will determine an exam/element meets the requirements of the skill progression type of MSG.)</p>

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	Training Milestone	<ul style="list-style-type: none"> <li>• Documentation based on LWDA's methodology for measuring satisfactory or better progress towards established milestones based on the nature of the service provided from an employer or training provider providing training.</li> </ul> <p><b>(LWDA and tribal policy</b> must clearly define "progress" include types of acceptable documentation.)</p>

For the WIOA Title I-B Adult and Dislocated Worker, the MSG performance indicator includes adult and dislocated workers who are in a training and education program, including work-based training such as OJT, and Registered Apprenticeships.

For the WIOA Title I-B Youth program, only youth who are in the occupational skills training program element, or who get reconnected to secondary education, postsecondary education, adult education, Youthbuild, JobCorps are included in the MSG performance indicator.